

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: SCIENCE AND ENGINEERING REFERENCE ASSOCIATE
Department: J.R. VAN PELT and OPIE LIBRARY
Salary Guideline: \$15.50 per hour
Exempt (Y/N): NO
Supervisor: HEAD, REFERENCE AND INSTRUCTION

SUMMARY: The J.R. Van Pelt and Opie Library at Michigan Technological University seeks a creative and proactive individual for a 9-month temporary position as a Science and Engineering Reference Associate. This entry-level position will provide an ideal short-term opportunity for an energetic individual to hone their skills.

This position will report to the head of reference and instruction, and working with librarians and staff within the department and the whole library, provides reference and instruction services. Serves as liaison to specified science and engineering departments, providing research support, instruction, and development of collections. Participates in department planning and policy development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide general reference services, in-person and virtual, including participation in evening and weekend reference desk rotation schedule.
- Assist Instruction Coordinator in identifying instruction needs and developing and delivering bibliographic instruction and workshops.
- Serve as liaison to designated science and engineering departments.
- Participate in the selection and weeding of print and electronic resources in assigned science and engineering subject areas.
- Provide input concerning library web and electronic resources related to assigned subject and service specialties.
- Test and evaluate new Internet resources and databases.
- Participate as a member of the Reference & Instruction team in planning, policy formulation, grant writing, identifying and recommending new information resources and services, training other library personnel, interacting with patrons and the university community in a professional manner.
- Participates in professional development opportunities as available and as recommended by supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

- Bachelor's degree, with significant study in engineering, physical or life sciences.
- Familiarity with literature and databases in science and engineering.
- Familiarity with research and research methods in an academic environment.

EDUCATION and/or EXPERIENCE:

DESIRED:

- ALA-accredited graduate degree in library or information science.
- Graduate degree in engineering, physical or life sciences.
- Experience in reference/instruction in an academic library.
- Experience in a science/engineering, academic or special library environment.
- Experience in use of technology to enhance learning, knowledge of issues relating to science and engineering research.
- Successful teaching experience.

SCIENCE AND ENGINEERING REFERENCE ASSOCIATE- J.R. VAN PELT AND OPIE LIBRARY

OTHER SKILLS AND ABILITIES:

REQUIRED:

Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff.

Well developed interpersonal and communication skills.

OTHER SKILLS AND ABILITIES:

DESIRABLE:

Initiative, flexibility and the ability to work creatively in a rapidly changing environment.

Ability to quickly adapt to and learn new methods of seeking information without extensive training.

This is a 9-month temporary appointment with no continuation beyond this period. Students currently pursuing graduate studies in library or information science are encouraged to apply for this temporary position.

Salary for the position will be \$15.50 per hour and there are no benefits included with this position. The successful candidate will be expected to cover their own relocation expenses to Houghton, Michigan.

To submit an application for this position please mail, fax, or e-mail a cover letter and current resume to:

Science and Engineering Reference Associate
Attn: Erik Nordberg, Van Pelt and Opie Library
Michigan Technological University
1400 Townsend Drive
Houghton, MI 49931
copper@mtu.edu
tel: 906-487-2505
fax: 906-487-2357

Review of applications will begin on October 13, with applications accepted until the position is filled.